

***Small Cities Community Development Block
Grant Program***

2003

***Employment Development Fund
Application Forms***

***State of New Jersey
James E. McGreevey, Governor***

***Department of Community Affairs
Susan Bass Levin, Commissioner***

Revised 3/03

***Small Cities
Community Development Block Grant
Program***

***Administered by the
New Jersey Department of Community Affairs
Division of Housing and Community Resources***

Keith A. Jones, Director

***For Information Concerning
The Small Cities CDBG Program
Please Contact:
Department of Community Affairs
Division of Housing and Community Resources
101 South Broad Street
PO Box 806 (5th Floor)
Trenton, New Jersey 08625-0806***

***Attention: Small Cities Administrator
(609) 633-6278***

Or

***Go to:
www.state.nj.us/dca/dhcr/smallcities.htm***

Forms

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Employment Development Fund Application

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City	Zip Code
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Signature _____ Date _____

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Other Funds

ACTIVITY	FUNDING SOURCE	AMOUNT	DATE EFFECTIVE	DATE EXPIRED

**SMALL CITIES PROGRAM
BUDGET
PART I: PROGRAM ADMINISTRATION**

<u>PERSONNEL:</u> (Salary & Fringe Benefits)	Estimated Cost
Total Personnel	
<u>CONSULTANTS:</u>	
Total Consultants	
<u>OTHER COSTS:</u>	
TOTAL PROGRAM ADMINISTRATION (PART I)	

**SMALL CITIES PROGRAM
BUDGET
PART II: PROGRAM ACTIVITIES**

<u>PERSONNEL:</u> (Salary & Fringe Benefits)		Estimated Cost
Total Personnel		
<u>CONSULTANTS & CONTRACT SERVICES:</u>		
Total Consultants & Contract Services		
<u>PROGRAMMATIC ACTIVITIES</u>		
Total Programmatic Activities		
TOTAL PROGRAM ACTIVITIES (Part II)		
GRAND TOTAL ALL COSTS (PARTS I & II)		

Resolution

Whereas, the _____
 desires to apply for a grant from the New Jersey Department of Community Affairs for
 approximately \$_____ to carry out a project to _____
(dollar amount of request)

(briefly describe the project)

Be it therefore RESOLVED, that the _____
 does hereby authorize the application for such a grant; and, upon receipt of the grant
 agreement from the New Jersey Department of Community Affairs, does further authorize the
 execution of the grant agreement; and, also, upon receipt of the fully executed agreement from
 the Department, does further authorize the expenditure of funds pursuant to the terms of said
 agreement between _____ and the New Jersey
 Department of Community Affairs.

Be it further RESOLVED, that the persons whose names, titles, and signatures appear below
 are authorized to sign the application, and that they or their successors in said titles are
 authorized to sign the agreement, and any other documents necessary in connection therewith:

(Signature)

(Signature)

(Type or Print Name)

(Type or Print Name)

(Title)

(Title)

CERTIFICATION:

I, _____ the _____
(Name of Government Clerk) (Title of Position - Government Clerk)

of _____

hereby certify that at a meeting of the Governing Body held on _____ the above
RESOLUTION was duly adopted.

AFFIX GOV'T
 SEAL

(Signature of Government Clerk)

PUBLIC HEARING INSTRUCTIONS

All applicants must hold at least one public hearing prior to the submission of any application, even if the application has been submitted before. The purpose of this hearing is to discuss community development and housing needs and to provide the public with an opportunity to understand and comment on proposed activities for Small Cities funding. If an award is made, a second public hearing will be required to review program performance.

The hearing must be held at a time and in a location convenient for actual or potential beneficiaries and with accommodations for the handicapped. If the area includes a significant number of non-English speaking residents, the advertisement and conduct of the hearing must facilitate their participation.

Hearing advertisements must appear as Display (non-legal) advertisements within a paper of general circulation serving the applicant's jurisdiction at least 7 days prior to the hearing. Federal regulations require that such advertisements must include at least the following information:

1. The amount of CDBG funds expected to be available for the current fiscal year;
2. The range of activities that may be undertaken with CDBG funds;
3. The estimated amount of the CDBG funds proposed to be used for activities that will meet the national objective of benefit to low and moderate income people
4. A description of any proposed activities likely to result in the displacement or relocation of people;
5. The name and address of the local official to whom written statements may be submitted regarding the applicant's proposal.

The Public Hearing Announcement must also inform citizens that comments regarding the application may be submitted to the New Jersey Department of Community Affairs, Small Cities Unit, PO Box 806, Trenton, NJ 08625-0806 within ten days following the hearing.

A SAMPLE ADVERTISEMENT IS PRESENTED ON THE NEXT PAGE.

SAMPLE DISPLAY ADVERTISEMENT
CITIZEN PARTICIPATION -- PUBLIC HEARING REQUIREMENT
SMALL CITIES COMMUNITY DEVELOPMENT PROGRAM

Instructions to Newspaper

1. Display Ad - Non-Legal Section
2. Publish at least seven days prior to the hearing date
3. Send 1 Proof of Publication to: (Local contact and address)

PUBLIC NOTICE

The (applicant), New Jersey will hold a public hearing on (date) at (time) in the (specific building location) in (municipality), New Jersey.

The purpose of the hearing is as follows: (1) to explain federal and state guidelines, (2) to review eligible and proposed program activities, (3) to consider proposals for an application under the Small Cities Community Development Block Grant Program, and (4) to receive citizen comments and recommendations.

Total funds available: \$9,746,000

At least 70 percent of the funds available must be used for activities that primarily benefit people of low and moderate income. None of the funds requested will result in the displacement or relocation of people.

Eligible activities include:

1. Acquisition of real property;
2. Acquisition, construction, or installation of public facilities;
3. Code enforcement in deteriorated or deteriorating areas;
4. Clearance, demolition, and rehabilitation of buildings;
5. Special projects to remove architectural barriers which restrict accessibility of the elderly and handicapped;
6. Provision of public services;
7. Activities necessary to develop:
 - a comprehensive community development plan; and
 - policy planning management capacity to enable the recipient to more effectively administer the program;
8. Payment of reasonable administrative costs; and
9. Activities carried out by public or private non-profit organizations.

The (name of applicant) is proposing an application in the amount of \$ for (describe purpose -- e.g., rehabilitation of housing, reconstruction of streets -- and location).

All citizens are encouraged to offer comments at the public hearing or by writing to (municipality/county, mailing address, ATTN: contact person). Within ten days following the public hearing, written comments may also be sent to the New Jersey Department of Community Affairs, Small Cities Unit, PO Box 806, Trenton, New Jersey, 08625-0806, ATTN: Administrator.